

CSE Case Number:

Custodial Party:

Noncustodial Parent:

Court Case Number:

Dear Applicant:

The Department of Child Support Services (DCSS) is required by law to send child support case information to the federal government. The federal government maintains a data base that includes all child support cases in the country. Upon request, the federal government will release case information to other child support agencies; however, if you or the child(ren) in this case are the victim of family violence, you may not want the release of your case information.

If you think that releasing information about your case to the federal government may cause physical or emotional harm to you or the child(ren) in this case, please fill out the enclosed Family Violence Questionnaire (DCSS 0048) and return it to the address listed below within 30 days from the date of this letter. You must fill out the form completely in order to process your request. If you do not return this form within 30 days from the date on this letter, DCSS will release your information to the federal government.

Please mail the completed form to: OR Drop by the office at:

If you or the child(ren) in this case are not a victim of family violence, you do not have to return this form. Also, it is important to understand that DCSS is prohibited by law from releasing your personal information in this case to the other party without a court order. However, some documents that include some of your personal information may be filed with the court.

Please contact us at (866) 901-3212 with the above case number if you have any questions.

Sincerely,

Enclosures